5-7/974

ARMY REGULATION
No. 5-7

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 9 July 1974

MANAGEMENT

DEFENSE LOGISTICS STUDIES INFORMATION EXCHANGE (RCS DD-I&L (AR) 1196)

Effective 15 August 1974

This is a complete revision of AR 1-12. Local supplementation of this regulation is prohibited except upon approval of the Commander, US Army Materiel Command.

	Paragraph	Page
Purpose	1	1
Scope	2	1
Definitions	3	2
Policies	4	2
Authority and Responsibilities	5	2
Reporting Requirements	6	3
Correspondence	7	4
APPENDIX A. Instructions for Completing the Research and Technology Work Unit Summary (DD Form 1498) for Logistics Studies and Models		A-1
B. DOD Instruction 5154.19		B-1

1. Purpose. This regulation implements DD Instruction 5154.19, 13 July 1972. It establishes the requirement for all Army agencies involved in logistics studies and the development and usage of logistics models to utilize the Defense Logistics Studies Information Exchange (DLSIE) information services prior to commencing in-house or contractor-funded logistics studies or logistics models development. It also assigns responsibilities for the reporting, storage, and distribution of logistics studies, logistics models information and related logistics research and management information within the Department of the Army.

2. Scope. The provisions of this regulation encompass all logistics studies and models and related documentation containing logistics research, and management information, including logistics studies performed and logistics models developed in-house or by contract, grant or agreement. The process for study approval is covered by AR 5-5 which is compatible with the information requirements of this regulation. For R&D programs this regulation does not preclude work unit level task reporting in accordance with AR 70-9. For logistics models this regulation does not preclude the reporting of logistics model computer data as required by AR 18-22 which is the Army's control system for application programs. The DLSIE required model information, as provided by this regulation, is supplemental to the basic data contained in the AR 18-22 "Army Master File of Application Programs." The Department of Defense system for collecting, storing, and disseminating logistics research and management information will provide—

a. A standardized bank of information regarding logistics studies and logistics models.

b. A means for avoiding duplication of study effort and model development and for improving use of attendant resources by providing ready access to current information concerning logistics studies, logistics models and logistics research and management information.

c. A basis for exchange of logistics research and management information, both current and historical.

d. A comprehensive collection of completed logistics studies and descriptions of logistics models for background research purposes.

e. A means for increased application of logistics studies, logistics models and logistics research and management information in day-to-day operations, and for visibility toward standardization of logistics systems where appropriate.

f. Increased effectiveness of logistics research and management information flow with other US Government Agencies.

g. Active and continuing acquisition of all logistics studies, descriptions of logistics models and related documentation. This includes documents from outside Department of Defense when they are considered pertinent to the logistics management efforts of the Department of Defense.

*This regulation supersedes AR 1-12, 9 November 1971.

D 101.9:

READEX FICHE best copy available

h. Prompt and well-indexed announcements of currently significant logistics studies and logistics models and related documentation.

i. In-depth custom bibliographic services about all logistics functional and subfunctional areas.

j. For meeting the reporting and visibility requirements of the DOD Logistics System Plan (LOGPLAN) and the US Army Logistics System Master Plan (LOGMAP) pertaining to logistics studies and logistics models.

3. Definitions. As used in this regulation, the following explanations apply:

a. Logistics—The science of planning and carrying out the movement and maintenance of forces. In its most comprehensive sense, those aspects of military operations which deal with: (1) design and development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of materiel; (2) movement, evacuation, and hospitalization of personnel; (3) acquisition or construction, maintenance, operation, and disposition of facilities; (4) acquisition or furnishing of services pertaining to the functional areas described above.

b. Logistics studies—Logistics studies are examinations or investigations of specific subject areas which are assembled in written form and are objective and analytic inquiries directed toward improving or planning logistics management. They include (1) studies of logistics systems undertaken in response to identified logistics management problems; (2) management-type surveys in logistics areas; (3) investigation of new methods, procedure or techniques in real or simulated logistics environments.

Note: Studies of strategy and tactics and force roundout exercises are excluded from this definition.

c. Logistics Research and Management Information—Those data pertaining to logistics studies and models, development of logistics concepts or systems and improved logistics planning.

d. Models—Models depict the general characterization of a process, object, or concept, in terms of mathematical symbols, which enables the relatively simple manipulation of variables to be accomplished in order to determine how the process, objective, or concept would behave in different situations. This definition includes models of various types, war games and simulations.

e. Sponsoring Army Activities—Activities under the jurisdiction of the Department of the Army which are responsible for initiating or supervising a logistics study program or project or the development of logistics models whether performed in-house or by contract, grant or agreement.

f. User of DLSIE—Department of Defense components, their contractors and grantees and other US Government Agencies.

4. Policies. *a.* Resources for logistics studies and logistics models will be directed into the most practical channels of inquiry and geared toward solving problems of consequence.

b. Each sponsoring Army activity involved in logistics studies and logistics models will report the required information to DLSIE as specified in 5*d*(3). The required information will correspond to the reporting requirements and information formats established for The Army Study System under AR 5–5. This information will be used to satisfy study catalog and model catalog requirements of the LOGPLAN and the LOGMAP.

c. The maximum practicable interchange of logistics study and logistics model information will be effected as rapidly as possible throughout the Department of the Army so as to improve logistics management and avoid unnecessary duplication of logistics study effort and logistics model development.

d. Adequate control point(s) will be established in each sponsoring Army activity to assure that DLSIE bibliographic service has been used and that study and model information does not exist or is inadequate before funding for a new logistics study or logistics model development is approved.

e. Periodically, DLSIE will query each Army agency so that it may advise DLSIE when logistics studies and logistics models are no longer appropriate in order to permit purging of bibliographic files and assure long term availability of only current or historically useful logistics research and management information.

f. Army activities have a responsibility for the development and analysis of logistics studies and logistics models pertinent to the execution of its mission.

g. DLSIE will provide secondary distribution of logistics study reports and other logistics research and management information documents (using microfiche) to defense agencies, and will also provide such services on a reimbursable basis to any other government agency.

5. Authority and responsibilities. *a.* Under the policy direction of the Assistant Secretary of Defense (I&L), the Secretary of the Army is responsible for—

(1) Operational direction and control of DLSIE.

2) Programing, budgeting, funding, accounting, and reporting of DLSIE.

b. The responsibility cited in para 5*a* above has been delegated to the Commander, US Army Materiel Command.

c. DLSIE will—

(1) Acquire, store, organize and disseminate information about the following:

(*a*) Logistics studies and logistics models information (planned, inprocess and completed).

(*b*) Miscellaneous documents (technical journals, books, official policy letters and speeches, research papers and any other documentation) the content of which may be pertinent and useful to the planning and improvement of logistics.

(2) Maintain a current inventory of all logistics studies and logistics models (planned, in-process and completed) and related documentation which may be of significance to the research and management of logistics.

(3) Maintain the Department of Defense central collection of completed logistics studies and related documentation for historical purposes.

(4) Publish comprehensive annual bibliographies, with quarterly supplements, of logistics studies and related documents; and, publish comprehensive annual catalogs of logistics models and related documentation.

(*a*) Each logistics study, model and related documentation will be separately described in the bibliographies and catalogs. Each Army logistics model will be annotated referencing the AR 18–22 "Army Master File of Application Programs" DA/DOD number.

(*b*) The bibliographies will not contain classified information. Classified information will be provided upon request.

(*c*) The publications will be distributed automatically to all Department of Defense components which perform or have responsibility for the supervision of logistics research. Other interested agencies may receive copies upon request to DLSIE.

(5) Provide secondary distribution of logistics research and management information (including logistics studies and logistics model descriptions) in the form of microfiche copies to Defense components upon request, and to other Government agencies upon request on a reimbursable basis.

(6) Furnish logistics research and management information upon request in the form of custom and/or annotated bibliographies and Selective Dissemination of Information Lists. The study collection will also be made available to users of DLSIE for on-site research at Fort Lee, Virginia.

(7) Routinely furnish to US Army Logistics Evaluation Agency (ATTN: MPD) a copy of the bibliographic information prepared on each Army sponsored study and model at the time the information is included in the data bank.

d. Department of Army commands and agencies will—

(1) Identify sponsored logistics studies and logistics models (planned, in-process and completed) and other related documentation.

(2) Establish adequate control point(s) to assure that new logistics studies or model development efforts are not approved and funded until DLSIE bibliographic service has been used to determine whether suitable studies or models exist to meet the requirement.

(3) Submit information about logistics studies and logistics models to DLSIE in accordance with paragraph 6. The Research and Technology Work Unit Summary (DD Form 1498) will be used for reporting to DLSIE. At Appendix A are instructions for completion of the DD Form 1498.

(4) Provide the DLSIE with distribution requirements of their department or agency for each of the periodically published documents distributed by DLSIE.

6. Reporting Requirements. Appropriate bibliographic information will be submitted to DLSIE using the customized DD Form 1498 formats for reporting study and model efforts as described at Appendix A. Reporting requirements to DLSIE correspond to, and are satisfied by, the information reporting requirements and formats established for The Army Study System under AR 5–5. Basic logistics model computer data will be submitted separately under the provisions of AR 18–22.

a. Appropriate bibliographic information (Appendix A) will be submitted to DLSIE for all logistics study and model efforts as follows:

(1) *Planned efforts.* A report on each effort will be submitted when approved by the sponsor agency or command.

(2) *Initiated efforts.* A report on each effort will be submitted within 10 work days after the effort has been initiated.

(3) *In-process efforts.* A report on each study or model effort in process which has changes in significant information (e.g., change in scope), will be submitted within 10 work days after the change occurs. If no revised report has been submitted within a year of the preceding submission,

the bibliographic information will be reviewed, updated and resubmitted.

b. Completed studies:

(1) Within 10 days following completion of a study submit a DD Form 1498.

(2) Within 90 days following completion of a study submit a completed DD Form 1498 including an evaluation of the study in accordance with Table A–2.

(3) Two copies of each study report and related documentation will be submitted as soon as possible.

c. Completed model developments:

(1) Within 90 days following completion of model development, submit a completed DD Form 1498 model report including the information required for completed model developments in accordance with Table A–3.

d. Prior logistics studies and logistics models. Within 30 days after the publication of this regulation the reports and documents specified in paragraphs 6*a*, *b* and *c* above will be submitted for those studies and model developments which have not been previously reported to DLSIE.

7. Correspondence. All correspondence will be addressed to the Defense Logistics Studies Information Exchange, US Army Logistics Management Center, Fort Lee, VA 23801.

APPENDIX A

Instructions for Completing the Research and Technology Work Unit Summary (DD Form 1498) for Logistics Studies and Models

1. The instructions contained herein correspond to the information reporting requirements and formats established for The Army Study System under AR 5–5.

2. The instructions for Items 1 thru 22 are the same for either studies or models. Instructions for Items 23 to 25 and additionally required information, Items 26 (Evaluation of completed or terminated studies) or Item 27 (General Description of model) and Item 28 (Application of model) are customized to adapt the form to the different kinds of information required between studies and models. Items 26 through 28 will be continued on separate sheets as required.

a. Table A–1 provides instructions for completing Items 1 thru 22, DD Form 1498, as applicable to studies and models.

b. Table A–2 provides instructions for completing Items 23 thru 26 as applicable to studies.

c. Table A–3 provides instructions for completing Items 23 thru 25 and Items 27 and 28 as applicable to models.

d. Supplies of DD Form 1498 will be requisitioned through normal AG publication supply channels.

TABLE A–1

Instructions for Items 1–22, DD Form 1498, As Applicable to Studies and Models

No.	Element	Instruction
1	Agency Accession	Enter complete eight character agency accession number. Leave Blank if not known.
2	Date of Summary	Enter a six digit code consisting of: Year (last two digits), month (two digits), day (two digits) (e.g., 730731).
3	Date of Previous Summary	Leave blank if new, otherwise enter the date (year, month, day) as shown above, of the last submission.
4	Kind of Summary	Enter the appropriate code from the list below: *Code* A—NEW—A summary submitted for the first time (a newly initiated study) D—CHANGE—A summary designed to amend, update, a previously submitted summary. H—TERMINATED—A summary to report that an effort has been terminated, cancelled, or suspended. (Justification for terminating the study will be cited under Data Element 25, "Progress"). K—COMPLETION—A summary to report that an effort has been completed. R—CORRECTION—A summary sheet for minor change.
5&6	Summary Security & Work Security	Enter a code letter to indicate the security classification (e.g., S). T—TOP SECRET* S—SECRET *TOP SECRET Work Unit Summaries Will Not Be Sent to DLSIE C—CONFIDENTIAL U—UNCLASSIFIED
7	Regrading	(1) Enter one of the following codes: *Code* *Regrading Group* A General Declassification Schedule B Advanced Declassification Schedule C Exemption-Category 1 (Furnished by Foreign Government) D Exemption-Category 2 (Special-Covered by Statute) E Exemption-Category 3 (Disclosing a system, plan, etc) F Exemption-Category 4 (Disclosure would place a person in immediate jeopardy.) H Restricted Data or Formerly Restricted Data Blank NONE (UNCLASSIFIED) (2) This entry is required on all NEW summaries containing classified information. It is also required on all subsequent summary submissions which upgrade or downgrade the "Summary Security" (data element 5), or the security classification codes of "Title" (data element 11), "Keywords" (22), "Objective", "Approach", "Progress", "Study Evaluation" and "Model Information" (23 thru 28). (3) Classified summaries must also be stamped with regrading instructions in accordance with AR 380–5.
8	Distribution Instructions	(1) Enter one of the following codes: *Code* *Explanation* NL No limitation on distribution. Indicates summary has been cleared for public release. *Do not use on classified summaries.* NA No limitation on distribution of summary other than that imposed by security classification. *Do not use on unclassified summaries.* GE US Government only. Information furnished by a foreign government who has requested that it not be transmitted outside of the US. GP US Government only. Proprietary information. GT US Government only. Test and evaluation of commercial products. GU US Government only. Preliminary information which could be detrimental if disclosed outside the US Government. DE Department of Defense only. Evaluation of programs of contractors or other agencies. DP Department of Defense only. Use only when planning information on internal evaluations have not been approved by appropriate authority for release outside the DOD. DS Department of Defense only. Protection of trade secrets.
8a	Specific Data—Contractor Access	Check either YES or NO *Entry* *Explanation* YES The summary data may be made available to US Government contractors and grantees. NO The summary data may not be made available to US Government contractors and grantees.

TABLE A-1—Continued

Instructions for Items 1-22, DD Form 1498, As Applicable to Studies and Models—Continued

No.	Element	Instruction
9	Level of Summary	No action required.
10	Number/Codes	(1) 10a Primary -Program Element (Funding the study): In-house, leave blank. RDTE contract studies, enter "RDTE" program number (e.g., HQDA enter "65101A"). OMA contract studies, enter "OMA" followed by numerical digit program identifier (e.g., OMA9). -Project Number: In-house, leave blank. RDTE contract studies, enter twelve character RDTE project number. OMA contract studies, leave blank. (2) 10b Contributing—Leave *Blank* (3) 10c Contributing—Leave *Blank*
11	Title	Enter the title of the study or model and acronym. Indicate the security classification of the title by preceding the entry with the applicable code in parentheses; e.g., (U) Simulation and Gaming Methods for Analysis of Logistics (SIGMALOG).
12	Scientific/ Technical Area	Enter up to three (3) scientific or technological areas, and their associated six-digit codes to which the study or model relates. Entries must be selected from the list in AR 70-9, e.g., 009100 Logistics. Entries must include: 011700 Operations Research for category 1, 2, 3, 4 or 5 studies or 000400 Administration and Management for category 6 studies.
13	Start Date	Enter the year and month in which the study or model effort actually began or is estimatedI to begin in the case of planned efforts (e.g., Sep 1973 would be entered 7309).
14	Completion Date	Enter the year and month of the estimated completion date of the study or model in order to satisfy the objectives. If the work is of a continuing nature enter *CONT*.
15	Funding Agency	Enter *DA* in first block.
16	Performance Method	Enter code as applicable A-Grant, B-Contract, C-In-House, D-Other Government. A separate 1498 must be submitted for each performance method (e.g., an in-house study using contractor support would have one 1498 with Code C and one 1498 with Code B).
17	Contract/Grant	Leave blank for in-house and other Government efforts. Enter data for contractual/grant effort. (For details see AR 70-9, para 3-9a.) (Prior to award of contract leave blank.)
18	Resources Estimate	Fiscal Year: Enter last two digits of applicable fiscal year. Preceding refers to studies approved during previous study review cycle (AR 5-5). Current refers to current study proposals and/or continuations.
18a		Use for in-house study only. Enter actual/estimated professional man-year effort. If contract effort was/is required to support the in-house effort, a separate 1498 must be submitted for the contract portion.
18b		Use for contract study only. Enter actual/estimated funds required in thousands of dollars.
19	Sponsoring Organization	*Responsible DOD Organization*—(1) Enter the official name (not an acronym) and postal address, including ZIP code, of the government laboratory, activity, or installation which is directly responsible for the study being described. Where appropriate, the major organizational subdivision will be included. The field activity having direct responsibility (e.g., US Army Electronic Components Laboratories, US Army Electronics Command) should be entered rather than the responsible headquarters element (e.g., US Army Materiel Command). (2) Enter the name of the individual immediately responsible for the work (last name, followed by a comma, the first and middle initials, followed by military rank and service, if appropriate), e.g., Smith, J. J., LTC, USA. This individual's commercial telephone number will be entered.
20	Performing Organization	(1) Enter the full name (NOT an acronym) and postal address, including ZIP code, of the organization which is performing the work. (2) Principal Investigator—enter Name and Telephone Number. Leave SSAN *Blank*.
21	General Use	(1) Enter the applicable category followed by the letter S (e.g., 4-S) Code for studies or the letter M (e.g., 4-M) for models from the list below (Model category unique to AR 5-7). *Code* — *Categories* 1-S or M — Manpower and Personnel 2-S or M — Concepts and Plans 3-S or M — Operations and Force Structure 4-S or M — Logistics 5-S or M — Science and Technology 6-S or M — Management (2) If applicable, enter code: *Code* — *Explanation* SF — Foreign Area Social Science Research SP — Foreign Area Policy Planning Study (Both types require prior coordination with DUSA and DCSOPS.) (3) Enter the statement "Foreign Intelligence Considered" or "Foreign Intelligence Not Applicable" to indicate that applicable and available foreign technological accomplishments and trends and potential threats and countermeasures to present future materiel or systems have been considered through the research, development and test cycle in accordance with AR 70-1.

TABLE A-1—Continued

Instructions for Items 1–22. DD Form 1498, As Applicable to Studies and Models—Continued

No.	Element	Instruction
22	Keywords	(1) Enter a single word or a group of words which accurately expresses the major concepts of the effort being described. In order to indicate more clearly the relevancy of studies, additional keywords indicating potential relationship to a military function or operation shall be indicated. (2) Keywords must be preceded with the security classification code (U, C, S, T) in parentheses, and separated by semicolons. *At least four keywords* are required on all *NEW* summaries; however, as many as 10 may be entered.

Table A–2

Instructions for Items 23 to 26, DD Form 1498, as Applicable to Studies

No.	Element	Instruction
		General: Each entry must be preceded by the appropriate data element number and the security classification code (U, C, S or T). Entries for data elements 23, 24, 25 must not exceed 2700 characters including spaces. Character limitations for Item 26 are as shown. Entries will be continued on attached sheets as required.
23	Technical Objective	Briefly describe the relevance and objectives of the study indicating its potential application to meet an Army requirement. Reference LOGMAP and LOGPLAN objectives if applicable.
24	Approach	Enter brief outline of study plan and phasing. Identify techniques used or planned to be used in the study effort. Include the title and acronym of any made applied to the study effort.
25	Progress	(1) For a NEW summary state the problem, action, or event or cite the tasking, directive or document that established need for the study. (2) For other than a NEW summary provide a brief discussion of study progress with respect to objectives stated in Item 23 and previous planning as identified in data element 24. Indicate any implications, applications and/or reports to date of summary. (3) For a COMPLETION summary cite draft or final report title and date of distribution. *Note:* Two copies of final report must be forwarded to DLSIE. (4) For a TERMINATION summary state the reason or causes for terminating, suspending or cancelling the study.
26	Evaluation of Completed or Terminated Studies	Item 26 is, in part, repetitive of the information requirements in items 23, 24, and 25, however, it is intended that this information be more comprehensive in nature with the allowance of an unrestrictive format for presentation. (1) *Priority Area(s) of Concern Addressed:* State the Priority Area(s) of Concern as defined for The Army Study Program (AR 5–5), if applicable. (2) *Objectives:* State the major objectives of the study. (1000 characters maximum.) (3) *Results/Conclusions:* State the results/conclusions of the study as they relate to the objectives in para 2. Include a brief evaluation of the results. If the results did not address the objectives—so state and explain reasons. (1500 character maximum.) (4) *Recommendations:* State specific study recommendations as related to the results/conclusions given in paragraph 3. (1500 character maximum.) (5) *Use(s):* Explain specific applications or implementation of study results and recommendations given in paragraphs 3 and 4. Identify any planned implementation actions. (1500 character maximum.) (6) *Coordination:* Indicate tie-in with other studies and required coordination not yet completed. (500 character maximum.) (7) *Impact:* State benefit to the Army and whether or not the problem still exists, or to what degree it still exists. Quantify dollar savings and/or systems improvement where possible. If other problems or questions have been identified as an outcome of the study, and they are not addressed in paragraph 4, state what they are and discuss any need for further study. (1500 character maximum)

TABLE A–3

Instructions for Items 23–25 and 27–28, DD Form 1498, As Applicable to Models

No.	Element	Instructions
		General: Each entry must be proceeded by the appropriate data element number and the security classification (U, C, S or T). For planned, initiated, and in-process efforts items 23, 24 and 25 will be completed as applicable. For completed models, items 27 and 28 will be added. Character limitations are as indicated. Entries will be continued on attached sheets as required.
23	Technical Objective	Enter a brief description of the model objective and how it is intended to be used. For planned efforts briefly describe the justification for a new model development.
24	Approach	Briefly describe the technical approach to development or improvement of the model. Identify model evaluation test or validation efforts. Define the scope of the effort for models being maintained.
25	Progress	(1) Identify progress relative to completion, validation, improvement, or maintenance of the model. State problem areas and justification for change in target dates or scope of effort. (2) Termination summaries must include in the progress statement the reason or causes for terminating. (Entries for Items 23, 24, and 25 are limited to 2700 characters maximum.)
27	General Description of Model	The following format will be used to provide a general description of the model.
27		(1) *Executive Summary:* For completed models provide a written abstract which gives an overview of what the model is and what it does. Describe the usefulness of the model in any applications to date of the summary. Identify any limitations, assumptions or constraints associated with the model. This abstract should provide a clear picture, in simple language, of what the model can do for the user. (2000 characters maximum.) a. *Techniques.* (e.g., heuristics, network analysis, linear programing, queing theory, etc.) b. *Characteristics.* Identify the following characteristics from the lists provided. 1. *Application.* (manual, analog, digital, combination) 2. *Treatment of Events/Variables.* (constant, deterministic, or stochastic) 3. *Treatment of Time.* (static, fixed, step, or variable step) (3) *Input.* List the input data requirements to exercise the model. Describe data sources. Identify sensitive inputs which significantly affect the accuracy and validity of output. (1050 characters maximum.) (4) *Output.* Define the output generated by the model and interpret output meanings and uses as appropriate. (1050 characters maximum.) (5) *Documentation.* a. Identify the developing organizations report identification number. b. Identify the availability of a user's manual and point of contact or office to obtain copies.
28	Application of Model	1. *Operational Date and Applications.* Enter the operational date and specific applications. If the model is extensively used identify this fact and state the scope of these applications. 2. *Validation.* Describe results of validation efforts conducted. Indicate if the model was subjected to a review external to the developer-user organization and by whom. (1050 characters maximum). 3. *Recommendations.* Identify where the model could be profitably used. State any updating requirements or planned model expansion and date. If known, describe relationship and similarities to other known methodologies. (1550 characters maximum.)

APPENDIX B

NUMBER 5154.19

DATE July 13, 1972

OSD(I&L)

Department of Defense Instruction

SUBJECT Defense Logistics Studies Information Exchange (DLSIE)

Refs.: (a) DoD Instruction 5154.19, "Defense Logistics Studies Information Exchange," July 3, 1962 (hereby superseded)
(b) The Armed Services Procurement Regulation established by DoD Directive 4105.30, March 11, 1959

I. PURPOSE AND APPLICABILITY

A. This Instruction establishes the requirement for all Military Departments, Defense Agencies, Unified and Specified Commands, Organization of the Joint Chiefs of Staff, Office of the Secretary of Defense and any Activities under their jurisdiction to use the Defense Logistics Studies Information Exchange (DLSIE) information services which were created by reference (a) and established at Fort Lee, Virginia, prior to commencing any "in-house" or contractor-funded logistics studies.

B. It also assigns responsibilities for the reporting, storage and distribution for logistics studies and related logistics research and management information within the Department of Defense.

C. This Instruction establishes the Department of the Army as the executive agent for the Department of Defense acting under policy guidance of the Assistant Secretary of Defense (Installations and Logistics).

D. Reference (a) is hereby superseded and cancelled.

II. SCOPE

The provisions of this Instruction encompass all logistics studies and related documentation containing logistics research, evaluation and management information, including logistics studies performed "in-house" or by contract, grant or study agreement. The system for collecting, storing, and disseminating logistics research and management information will provide:

A. A standardized bank of information regarding logistics studies performed in-house, on contract or under grant.

B. A means for avoiding duplication of study effort and attendant resources through ready access to current information concerning logistics studies and logistics research and management information that are planned, in-process and completed.

C. A basis for exchange of logistics research and management information, both current and historical.

D. A comprehensive collection of completed logistics studies for background research purposes.

E. A means for increased application of logistics studies and logistics research and management information in day-to-day operations, and for visibility toward standardization of logistics systems where appropriate.

F. Increased effectiveness of logistics research and management information flow with other U. S. Government agencies.

G. Active and continuing acquisition of all logistics studies and related documentation. This includes documents from outside DoD when they are considered pertinent to the logistics management efforts of the DoD.

H. Prompt and well-indexed announcements of currently significant logistics studies and related documentation.

I. In-depth custom bibliographic services about all logistic functional and sub-functional areas.

III. DEFINITIONS

As used in this Instruction, the following definitions apply:

A. Logistics. The science of planning and carrying out the movement and maintenance of forces. In its most comprehensive sense, those aspects of military operation which deal with (1) Design and development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of materiel; (2) Movement, evacuation, and hospitalization of personnel; (3) Acquisition or construction, maintenance, operation, and disposition of facilities; and (4) Acquisition or furnishing of services.

B. Logistics Studies. Logistics studies are examinations or investigations of specific subject areas which are assembled in written form and are objective and analytic inquiries directed toward improving or planning logistics management. They include (1) Studies of logistics systems undertaken in response to identified logistics management problems; (2) Management-type surveys in logistics areas; (3) Investigation of new methods, procedures or techniques in real or simulated logistics environments. (NOTE: Studies of strategy and tactics and studies peculiar to a specific weapons system are excluded from this definition.)

C. Logistics Research and Management Information. Those data pertinent to logistics studies, development of logistics concepts or systems and improved logistics planning.

D. Sponsoring DoD Activities. The Military Departments, Defense Agencies, Unified and Specified Commands, Organization of the Joint Chiefs of Staff, Office of the Secretary of Defense and any Activities under their jurisdiction which are responsible for initiating or supervising a logistics study program or project whether performed in-house or by contract, grant or study agreement.

E. User of DLSIE. DoD components, their contractors and grantees and other U. S. Government Agencies.

IV. POLICY

A. Resources for logistics studies shall be directed into the most practical channels of inquiry and geared toward solving problems of consequence.

B. Each sponsoring DoD activity will report the required information to DLSIE as specified in V.E. for each approved logistics study.

C. The maximum practicable interchange of logistics study information will be effected as rapidly as possible throughout the Department of Defense, so as to improve logistics management and avoid unnecessary duplication of logistics study efforts.

D. Adequate control point(s) will be established in each DoD component to assure that the DLSIE bibliographic service has been used and study information does not exist or is inadequate before funding for a new logistics study is approved.

E. Periodically, DLSIE will query each sponsoring DoD activity so that it may advise DLSIE when logistics studies are no longer appropriate so as to permit purging of bibliographic files and assure long-term availability of only current or historically useful logistics research and management information.

F. Each DoD component is responsible for development and analysis of logistics studies pertinent to the execution of its mission.

G. DLSIE will effect secondary distribution to Defense agencies, and will also provide such services on a reimbursable basis to any other Government agency.

V. AUTHORITY AND RESPONSIBILITIES

A. Under the policy direction of the Assistant Secretary of Defense (I&L), the Secretary of the Army is assigned responsibility for:

1. Operational direction and control of the Defense Logistics Studies Information Exchange (DLSIE)

2. Programming, budgeting, funding, accounting and reporting of DLSIE.

B. The Commandant, U.S. Army Logistics Management Center, Fort Lee, Virginia, will provide facilities, administrative services and adequate computer and reproduction equipment to DLSIE in order to permit the execution of the DLSIE mission.

C. The Defense Logistics Studies Information Exchange will:

1. Acquire, store, organize and disseminate information about the following:

a. Logistics studies (planned, in-process and completed).

b. Miscellaneous documents (technical journals, books official policy letters and speeches, research papers and any other documentation), the content of which may be pertinent and useful to the planning and improvement of logistics.

2. Maintain a current inventory of all logistics studies (planned, in-process and completed) and related documentation which may be of significance to tne research and management of logistics.

3. Maintain the DoD central collection of completed logistics studies and related documentation for historical purposes.

4. Publish a comprehensive annual bibliography with quarterly supplements of logistics studies and related documents.

a. Each listing in the bibliography will contain the following information if applicable:

(1) General subject area of the study.

(2) Date of document.

(3) Title.

(4) Agency report number (preparing agency's identification number).

(5) Defense Logistics Studies Information Exchange accession (logistics document identification) number.

(6) Sponsoring DoD activity.

(7) Responsible individual (if appropriate).

(8) Performing organization.

(9) Start and completion dates.

(10) Contract number.

(11) Defense classified information and release limitations.

(12) Scope and objectives of planned or in-process study; abstract or summary of completed study.

(13) Key words (descriptors used for retrieval).

(14) Recommendations and/or conclusions.

(15) Disposition action taken by the responsible Defense component on the recommendations and/or conclusions.

b. The bibliography will not contain classified information. Classified information will be provided upon request.

c. The bibliography will be distributed automatically to all Defense components which perform or have responsibility for the supervision of logistics research. Other interested agencies may receive copies upon request to the DLSIE.

5. Provide secondary distribution of logistics research and management information (including logistics studies) to Defense components upon request, and to other Government agencies upon request on a reimbursable basis.

6. Furnish logistics research and management information upon request in the form of custom and/or annotated bibliographies and Selective Dissemination of Information Lists. The study collection will also be made available to users of the DLSIE for on-site research at Fort Lee, Virginia.

E. Each Defense Component will:

1. Identify sponsored logistics studies (planned, in-process and completed) and other related documentation.

2. Submit information about planned and in-process logistic studies to the DLSIE. DD Form 1498 as specified in reference (b) or other descriptive format will be used as reports to the DLSIE. Only one copy is required for each of the following categories:

a. A report on each logistics study planned or in-process on the effective date of this Instruction which has not been previously reported to DLSIE will be submitted for receipt by the DLSIE within 30 days.

b. A report on each study initiated after the effective date of this Instruction will be submitted for receipt by the DLSIE within ten work days after the study has been started.

c. A revised report of each significant change (such as items 9 and 12 in V. C. 4. a.) that occurs in a study after a resume has been submitted will be submitted for receipt by the DLSIE within ten work days after the change occurs.

d. If no REVISED report has been submitted on a study in any six-month period, each data element of the existing resume will be reviewed and, if necessary, updated.

3. Submit, within 30 days, two copies of each completed logistics study and related documentation which has not been previously reported to the DLSIE. Each completed study will be accompanied by an unclassified abstract or summary of results (approximately 150 words) so expressed as to be meaningful to persons who are generally familiar with the subject area.

4. Within 30 days after completion, submit two copies of each logistics study and related documentation completed after the effective date of this Instruction. Each completed study will be accompanied by an unclassified abstract or summary of results (approximately 150 words) so expressed as to be meaningful to persons who are generally familiar with the subject area.

5. Within 30 days after completion of a logistics study, submit to DLSIE the conclusions and/or recommendations of the study and within 120 days after completion of a logistics study submit to DLSIE the Defense component action on the conclusions and/or recommendations.

6. Provide the DLSIE with distribution requirements of their department or agency for each of the periodically published documents distributed by the DLSIE (currently the Annual DoD Bibliography of Logistics Studies and Related Documents with supplements).

7. Establish adequate control point(s) to assure the DLSIE bibliographic service has been used and no study exists or inadequate information is available prior to approving and funding a new logistics study.

VII. REPORTS CONTROL SYMBOL

The reporting requirements of this Instruction have been assigned Reports Control Symbol DD-I&L(AR)1196.

VIII. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Two copies of implementing regulations shall be forwarded to the Assistant Secretary of Defense (Installations and Logistics) within ninety (90) days.

Assistant Secretary of Defense
(Installations and Logistics)

9 July 1974

The proponent agency of this regulation is The US Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Materiel Command, ATTN: AMCPA-S 5001 Eisenhower Avenue, Alexandria, VA 22333.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION:
To be distributed in accordance with DA Form 12-9A requirements for AR, Management:
Active Army: C (Qty Rqr Block No. 7)
ARNG: D (Qty Rqr Block No. 8)
USAR: D (Qty Rqr Block No. 8)

☆ U. S. GOVERNMENT PRINTING OFFICE : 1989 O - 242-451 (1519)

PIN : 000235-000